



International Organization for Migration (IOM)
The UN Migration Agency

Vacancy Announcement

Vacancy/Reference Number:	VNSA2022/10
Position Title:	Procurement and Logistics Assistant
Position Grade:	G5 (UN Salary Scale for General Staff)
Duty Station:	CO Pretoria, South Africa
Appointment Type:	One Year Fixed Term Contract with the possibility of extension
Estimated Start Date:	As soon as possible
Closing Date:	22 November 2022

Context:

Under the overall supervision of the Chief of Mission (CoM) in South Africa, the administrative and function supervision of Resources Management Officer (RMO) and direct supervision of the Senior Procurement and Logistics Assistant; and, in collaboration with relevant units at Regional Office and the Administrative Centres, the successful candidate will be responsible and accountable for carrying out procurement and logistics activities for IOM South Africa Country office.

Responsibilities and Accountabilities

1. Provide briefing and technical guidance to all staff in the office on procurement related instructions and procedures.
2. Implement procurement activities including obtaining quotations, preparing evaluations and recommendations, issuing Purchase Requisitions (PR), Purchase Orders (PO) or Service Agreements (SA) and delivery of goods/services in accordance with IOM procurement guidelines.
3. Conduct market surveys to identify potential new suppliers/service providers; participate in their evaluation regarding quality, prices and services in line with the organization's best interests.
4. Verify information regarding vendor's performance as regards to quality, prices, delivery, and equipment are in conformity with the organization's requirements; and assist in performing vetting of all new vendors with IOM/UN/donor specific databases.
5. Maintain a track of agreements and POs with vendors, suppliers, and service providers, follow up on their renewal.
6. Maintain an e-filing system and ensure that all procurement documents and agreements are properly filed and updated in the order in which they are entered in PRISM.
7. Maintain duty roster of drivers and review logbooks on weekly basis
8. Maintain scheduling maintenance of mission's vehicles. Prepare and submit monthly vehicle status and fuel consumption reports to supervisor.
9. Clear open purchase requisitions and purchase orders for the office and operational activities; and prepare monthly procurement and assets management reports required for accounts closure in compliance with the accounts closure checklist; and,
10. Perform other duties as may be assigned.

Required Qualifications and Experience:

Education:

- University degree in Business Administration, Management, Logistics, Procurement, or a related field with three years of relevant professional experience; or
- High school diploma with five years of relevant professional experience
- Professional certification in Procurement, Logistics or Supply Chain management is an advantage.

Experience:

- Experience in procurement, logistics and supply chain operations, and managing vendors and suppliers.
- Knowledge of IOM/UN internal procurement and financial rules, as well as IOM's system and processes as they apply to procurement and logistics.
- Experience using an Enterprise Resource Planning system; and,
- Experience working in an international organisation an advantage.

Skills:

- High level of computer literacy and knowledge of SAP is highly desirable.
- Ability to meet deadlines under pressure and prepare clear, concise reports.
- Good communication, organizational and interpersonal relationship skills.
- Hard working, good team player and ability to monitor and follow up on pending matters

Languages:

- Fluency in English
- Working knowledge of local languages is desirable.

Competencies:

The successful candidate is expected to demonstrate the following values and competencies:

Values

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

Core Competencies – behavioural indicators *level 1*

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization's priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

Additional Notes:

Internals of the Organization will be considered as first-tier candidates. This vacancy is also open to second-tier candidates.

Any offer made to the candidate in relation to this vacancy notice is subject to funding confirmation.

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency requirements, and security clearances.

Method of application:

If you are qualified for this position, please email the following to pretoriacvs@iom.int under the REFERENCE: **VNSA2022/10** in the subject line of your email:

- a. Letter of motivation
- b. Up-to-date Resume/CV
- c. Copy of ID
- d. IOM Personnel History form which can be downloaded from this website: <https://southafrica.iom.int/vacancy>

When you send your application, please specify the Vacancy reference number i.e. VNSA2022/10 on the subject line of your email. It will be challenging to track your application without the reference code provided. Incomplete applications will be rejected.

Please send your applications by 22 November 2022. Only shortlisted candidates will be contacted.

ENQUIRIES IN RESPECT TO THE JOB DESCRIPTION AND APPLICATION MAY BE DIRECTED TO THE SAME EMAIL ADDRESS